

**INTERNAL & EXTERNAL POSTING
EXECUTIVE ASSISTANT
THE KALAMAZOO PROMISE AND COMMUNITIES IN SCHOOLS OF KALAMAZOO**

Position Title: Executive Assistant

Reports to: Executive Director, The Kalamazoo Promise
Executive Director, Communities In Schools of Kalamazoo (CIS)

Position Summary:

Full-time year-round position that is equally shared between The Kalamazoo Promise and CIS, working half-time and reporting to the Executive Director for The Promise and working half-time and reporting to the Executive Director of CIS. This position provides high-level, organizational support to the leadership of two distinct organizations and is responsible for maximizing productivity, continuity and capacity-building for those positions and the contexts within which they operate. Develops and implements systems to assure organization and access to information. Able to represent the Executive Directors in preliminary requests, able to solve basic problems and convey information to internal and external audiences. For The Kalamazoo Promise, the audiences can be Promise applicants, Promise recipients and their parents, higher education institutions, community partners and Promise interns. For CIS, the audiences can be staff, Board members and community partners.

Position Duties and Responsibilities:

Provides comprehensive administrative and organizational support for the leadership of The Kalamazoo Promise and Communities in Schools of Kalamazoo, including but not limited to developing, managing and storing systems of information, such as student records, board governance, legal documents, historical records of the organizations, etc.

Maximizes the productivity of the Executive Directors by handling routine communication and problem-solving, scheduling and internal/external coordination of activities. Able to sustain organizational routines in the absence of the leadership and work independently.

Coordinates the specialized needs for support with other staff, including assistance with special projects in marketing, accounts payable/receivable, events management, mailings, reporting, etc.

Develops and maintains an advanced understanding of how each organization works, including relevant history, procedures, work cultures and work styles. Makes recommendations for continuous improvements in supporting the management, communication, coordination and maintenance of information.

Able to maintain a very brisk work pace, managing multiple tasks and projects simultaneously with advanced capacity to work in an open environment with frequent interruptions.

Effectively utilizes standard office technology, both hardware and software including word processing, data bases, electronic mail and other software supporting presentations and publications.

Consistently demonstrates significantly above average communication abilities in listening, speaking, writing, understanding and transmitting complex information. Able to accurately and completely summarize, report, interpret and convey information from a variety of media, including meetings, telephone calls, written documents, etc.

Understands the sensitivity and need for confidentiality and discretion and consistently demonstrates the capacity to maintain privacy and mature judgment.

Exceptional interpersonal relationship skills and a strong customer service orientation, inspiring confidence in his/her capabilities, judgment and work ethic.

Consistently demonstrates the value of diversity in word, thought and deed.

Knowledge, Skills and Abilities Required:

Seasoned executive office professional with several years of progressively more responsible administrative support for individuals in leadership positions. Previous experience in a not-for-profit or service or education setting desirable, with brisk work pace and multiple, complex demands. At least some college or the equivalent required; Associates or Bachelor's degree preferred.

- Requires experience with Microsoft Windows or similar operating system, including use of Microsoft Word, Excel, Power Point and Microsoft Publisher: knowledge of Microsoft Access highly desirable. Experience with other data base software and demonstrated capacity to use the software for data entry, data analysis and reporting.
- Sound math skills and experience with office-based computation functions. Experience with databases and with the ability to produce tracking reports in an understandable manner—graphs, charts, analyses, etc.
- Excellent communication skills required, including oral, written, and interpersonal skills to interact with leadership, public, co-workers, volunteers, clients, and others. Ability to independently develop routine reports and correspondence.
- Mature judgment, integrity and reliability and the ability to manage shifting demands and priorities in a calm, effective manner. Ability to take initiative to complete tasks independently and/or to seek direction or clarification when needed.
- Ability to read, comprehend, and transmit written or verbal detailed and complex instructions in order to plan and perform job responsibilities according to deadlines and other requirements.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Qualified and Interested candidates should submit a letter of introduction and a current resume to:
dkievit@ciskalamazoo.org

Responses must be received by Monday, October 12th at 5 p.m. for preferred consideration.